

Professional and Managerial Branch
Fiscal and Tax Administration Group
Office of Management and Budget Series

BUDGET MANAGEMENT ANALYST I

04/95

Summary

Under general supervision perform professional level work in budget preparation, administration and review and conduct operational management research and analysis.

Typical Duties

Prepare annual operating budget for an assigned group of departments and outside agencies. Involves: participating in the preparation of the annual capital budget; assembling and preparing financial, statistical, and budgetary data; advising departments in the formulation of annual budget requests; reviewing departmental expenditure requests and recommends funding levels; conferring with department representatives regarding operational methods and needs; reviewing departmental revenue estimates; coordinating the development of long-range financial plans.

Monitor departments and agencies expenditures to insure compliance with approved appropriations and financial policies. Involves: reporting on and initiating corrective action to insure against over expenditures; advising departments in maintaining proper budgetary controls; reviewing and recommending requested changes to the adopted budget; reviewing and recommending the submission of grant applications; analyzing grant programs for budgetary impact.

Plan, develop, and conduct management research and operations analysis studies. Involves: conducting reorganizational studies of assigned departments; coordinating the development of project performance standards and measurement techniques; assisting in the development of departmental operational policies and procedures manuals; monitoring the implementation and evaluates the effectiveness of projects, policies and procedures; investigating operational complaints and deficiencies and preparing recommendations; conducting operational research studies as requested by Mayor and Council; entering, retrieving and analyzing data obtained from automated management systems and personal computers.

Perform miscellaneous related professional and managerial duties as required.

Minimum Qualifications

Training and Experience: Bachelor's Degree in Public or Business Administration or a related field and one year of professional experience in budget and fiscal analysis or research and statistical analysis, or a Master's Degree in Public or Business Administration; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Good knowledge of: research techniques, methods and procedures; municipal management practices and procedures; budgeting and accounting practices and procedures; statistics; basic data processing methods; the use and care of IBM compatible personal computers and applications programs.

Ability to: devise research procedures and methodology; analyze financial documents and records; analyze, interpret and report findings; express oneself clearly and concisely both orally and in writing; establish and maintain effective working relationships with fellow employees, officials and the general public; prepare oral and written reports and maintain records.

Director of Personnel

Department Head